

# Reducing Printing Costs

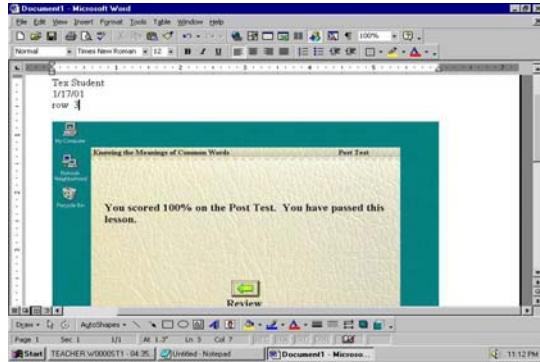
When you copy and paste your score into Microsoft Word, you are inserting this information as an image.

You can reduce the size of this image so that all of your scores will fit on one sheet of paper.

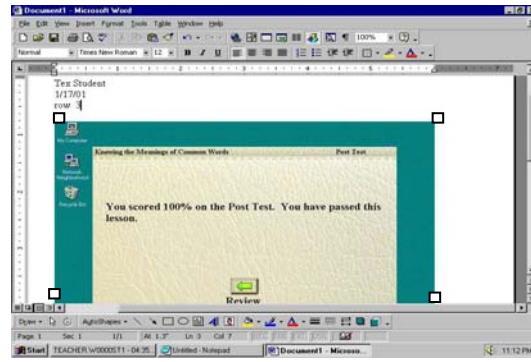
To reduce an image size in Microsoft Word, follow the instructions below.

Paste your score into Word.

Click the image with your mouse. This will select the image.



Unselected image



Selected image

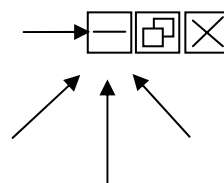
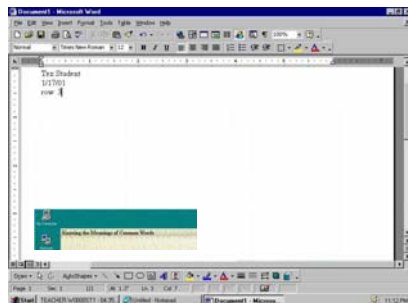
Move the mouse pointer to one of the small squares that appear at the corners of the selected image.

Your pointer will change to a diagonal arrow when it is over the square.



Hold down your left mouse button and drag the square in toward the center of the image. This will resize the image.

Do not print or close the document yet. Instead, minimize this window and return to your next lesson. The Minimize button is the leftmost of the three buttons in at the top right corner of the screen.



When you have finished your next lesson, return to the Word document and paste in the new score and resize it the same way you did the last score.

Repeat steps 1 through 7 until all of your lessons are complete. After all three lessons are pasted and resized so that all of the scores fit on one page, print your document.

You may reduce the images as much as you like as long as your network ID can still be read at the bottom of each image.